

Who we are and what we do:

The Mission of the Tennessee Wildlife Resources Agency is to preserve, conserve, manage, protect, and enhance the fish and wildlife of the state and their habitats for the use, benefit, and enjoyment of the citizens of Tennessee and its visitors. The Agency will foster the safe use of the state's waters through a program of law enforcement, education, and access.

The Tennessee Wildlife Resources Agency has come a long way since it was established in 1949 and was called the Game and Fish Commission. Completely reorganized in 1974, it now consists of more than 700 professionals dedicated to the preservation, conservation, and enhancement of Tennessee's fish and wildlife for the enjoyment of all Tennesseans and our visitors.

How you can make a difference in this role:

This position performs a variety of general and special assignments in support of the Assistant Executive Director of Staff Operations. As such, the selected applicant should be a highly skilled assistant who is able to be self-sufficient and professional, functioning as an executive level support member to the senior leadership team. This role has daily contact with internal and external customers of the Agency and should be able to represent the Executive Director's vision of becoming the premier wildlife resources agency.

TN State Government Careers



Administrative Assistant 2 TWRA Executive Director's Office (Supports the Assistant Executive Director)

Tennessee Wildlife Resources Agency
State of Tennessee

Are you looking for an exciting opportunity to contribute in a significant way to a nationally recognized wildlife management organization? We are seeking a highly motivated, organized, experienced administrative assistant to support the Assistant Executive Director.

Key Responsibilities:

- Acts as liaison to the office of the Assistant Director of Staff Operations, regional offices, divisions, other departments, and a variety of other governments, groups, and entities; has responsibility for continuing personal contacts with others involving discussion, explanation, and interpretation of policies, rules, and regulations and occasionally handles very difficult personal relationships.
- Schedules executive's travel arrangements, processes approvals, and reconciles costs upon completion of travel and maintains the calendar of the executive's scheduled meetings.
- Helps coordinate special events such as executive dinners, banquets, speeches/presentations, and recognitions.
- Prepares a variety of detailed and complex records and reports. Performs a variety of general staff administrative duties to support program operations.

Preferred Minimum Qualifications:

A Bachelor's Degree from an accredited college or university and two years of professional administrative support work. Graduate coursework may substitute for the required experience. Full time sub-professional, paraprofessional, or professional experience may substitute for the preferred educational requirements.

Note:

For this executive service position, the acceptable minimum qualifications are determined by the appointing authority.

To apply:

Please submit your resume to Randi Tarpy, Human Resources Chief at Randi.S.Tarpy@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.